

OPERATIONS MEMORANDUM

TO: Department of State

Date: October 7, 1958

FROM: Embassy, BELGRADE

SUBJECT: ADMINISTRATION: AIR: Air Pouch Costs

REF: AIR Regional Instruction 59-7, September 2, 1958

Pursuant to the spirit of the instruction under reference, the Embassy has redoubled its efforts to find ways and means of reducing operational costs. A recently conducted survey of air pouch costs revealed that (what appears to be) an inordinate proportion of these costs is attributable to the air shipment (at the Department's behest) of publications. Further, almost forty percent of the Embassy's air pouch (including air freight) bill is attributable to shipments of publications to AF and to "ICD/PP", presumably, in the latter case, for redistribution to other agencies in Washington.

The following statistics may be of interest:

1. Total cost of Air Pouch (including Air freight) shipments to Washington during FY 58: \$6,032.
2. Breakdown of FY 58 Air Pouch costs by average content:

| | |
|---|----------------|
| a) Official letter-type mail: | \$ 302 |
| b) Official non-letter type mail other than publications: | 1,328 |
| c) Joint Translation Bulletin: | 1,870 |
| d) Newspapers and Periodicals: | 2,050 |
| e) Personal Mail: | 482 |
| | <u>\$6,032</u> |
3. Breakdown of FY 58 costs of air shipment of Joint Translation Bulletin and Newspapers and Periodicals, by recipient:

| | |
|------------------------------|----------------|
| a) AF | \$2,180 |
| b) Dept. | 910 |
| c) Dept - "ICD/PP" | 300 |
| d) Department of Commerce | 140 |
| e) Department of Agriculture | 390 |
| | <u>\$3,920</u> |

ENCLOSURE

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The foregoing statistics may be useful as a basis for determining whether or not the existing requirements for air shipment of publications should be reduced. Alternatively, they would appear to be useful to support any future support agreements the Department may have with the agencies involved. Of course, the portion of the total costs attributable to the Department of Agriculture is provided for in the posts' administrative support agreement.

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